Name:

Date:

School:

Facilitator:

1.02 Banking Documents

**Complete all 3 parts of this assignment.**

# Part 1: Deposit Slips

**Fill out the three deposit slips below using the information provided for each scenario. For the date and signature, use the current date and your signature.**

1. **You will be depositing $250.00 in cash, as well as check #1234 for $246.80 and check #243 for $555.55. You will also be requesting $100.00 cash back.**

|  |  |  |
| --- | --- | --- |
| **John & Jane Jones**  **231 Hwy 101 N**  **Hometown, AL 35555**  **Date:**  **Signature:**  **Deposit is subject to rules and verification by the bank**  **Hometown Bank** |  | **Amount** |
| **Currency** |  |
| **Checks** |  |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **Subtotal** |  |
| **Less Cash Received** |  |
| **Total Deposit** |  |

1. **You will be depositing checks: #9999 for $10,000; #6868 for $53.23; and #201 for $85.50.**

|  |  |  |
| --- | --- | --- |
| **John & Jane Jones**  **231 Hwy 101 N**  **Hometown, AL 35555**  **Date:**  **Signature:**  **Deposit is subject to rules and verification by the bank**  **Hometown Bank** |  | **Amount** |
| **Currency** |  |
| **Checks** |  |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **Subtotal** |  |
| **Less Cash Received** |  |
| **Total Deposit** |  |

1. **You will be depositing check #904 for $300.00 and requesting $50.00 cash back.**

|  |  |  |
| --- | --- | --- |
| **John & Jane Jones**  **231 Hwy 101 N**  **Hometown, AL 35555**  **Date:**  **Signature:**  **Deposit is subject to rules and verification by the bank**  **Hometown Bank** |  | **Amount** |
| **Currency** |  |
| **Checks** |  |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **Subtotal** |  |
| **Less Cash Received** |  |
| **Total Deposit** |  |

# Part 2: Checks

**Fill out the three checks below using the information provided for each scenario.**

1. Check #1499: $17.89 to Papa John’s on September 16 of this year.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Michael or Mary Taylor  2561 Willow Brook Circle  Jamestown, SC 27563 | | | | | | 1499 | | | |
| Date | | | |
| Pay to the Order of | | |  | | | | $ |  |  |
|  |  | | | | | | | Dollars | |
|  | | | | | | | | | |
| For | |  | |  |  | | | |  |
| 4 7 8 5 4 2 7 9 6 | 0 0 3 4 6 2 1 1 7 | 1 4 9 9 | | | | | | | | | |

1. Check #1500: $50.00 to your high school for fees on March 18 of this year. Use the name of your high school.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Michael or Mary Taylor  2561 Willow Brook Circle  Jamestown, SC 27563 | | | | | | 1500 | | | |
| Date | | | |
| Pay to the Order of | | |  | | | | $ |  |  |
|  |  | | | | | | | Dollars | |
|  | | | | | | | | | |
| For | |  | |  |  | | | |  |
| 4 7 8 5 4 2 7 9 6 | 0 0 3 4 6 2 1 1 7 | 1 5 0 0 | | | | | | | | | |

1. Check #1501: $124.62 to Alabama Power (account # 45678) on July 16 of this year.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Michael or Mary Taylor  2561 Willow Brook Circle  Jamestown, SC 27563 | | | | | | 1501 | | | |
| Date | | | |
| Pay to the Order of | | |  | | | | $ |  |  |
|  |  | | | | | | | Dollars | |
|  | | | | | | | | | |
| For | |  | |  |  | | | |  |
| 4 7 8 5 4 2 7 9 6 | 0 0 3 4 6 2 1 1 7 | 1 5 0 1 | | | | | | | | | |

# ****Part 3: Checkbook Register****

**Fill out the checkbook register below using the information provided.**

1. **You have a beginning balance of $1,250.67.** 
   * **On January 3 of this year, you write check #345 to Walmart for $31.56.**
   * **On January 7, you deposit $223.74.**
   * **On January 8 you use your debit card at the Chevron station to buy gas for $26.23.**
   * **On January 9, you write check #346 to Costco for $157.89.**
   * **On January 14, you deposit $178.80.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CHECKS AND DEPOSITS** | | | | | **BALANCE** |
| **CHECK #** | **DATE** | **Transaction Description** | **Withdrawal (-)** | **Deposit (+)** |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |